



# STATE OF CONNECTICUT

STATE TRAFFIC COMMISSION  
DEPARTMENT OF TRANSPORTATION  
2800 BERLIN TURNPIKE, P.O. BOX 317546  
NEWINGTON, CT 06131-7546  
Phone: (860) 594-3020  
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## MEMBERS

Commissioner of Transportation

Commissioner of Public Safety

Commissioner of Motor Vehicles

Date: \_\_\_\_\_

### APPLICATION FOR CERTIFICATE

Enclosed are **nine (9)** sets of data for the proposed development showing the information required. The attached MAJOR TRAFFIC GENERATOR - SUBMISSION GUIDELINES checklist is to be included with and considered part of the application.

(PLEASE FILL OUT COMPLETELY - NOTE SIGNATURE OF OWNER REQUIRED)

Name of Facility: \_\_\_\_\_

Location: \_\_\_\_\_

Town and Zip Code: \_\_\_\_\_

Proposed Gross Floor Area: \_\_\_\_\_

Total Gross Floor Area: \_\_\_\_\_

Total Parking Spaces: \_\_\_\_\_; Number Designated Handicapped: \_\_\_\_\_

Land Owner's Name: \_\_\_\_\_

Land Owner's Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Land Lessee's/Applicant's Name: \_\_\_\_\_

**(If different from Owner)**

Land Lessee's/Applicant's Address: \_\_\_\_\_

Town, State & Zip Code: \_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_  
**Owner's** Signature (Original)

\_\_\_\_\_  
**Lessee's/Applicant's** Signature (Original)

\_\_\_\_\_  
**Owner's** Name (Typed)

\_\_\_\_\_  
**Lessee's/Applicant's** Name (Typed)

\_\_\_\_\_  
**Owner's** Title (Typed)

\_\_\_\_\_  
**Lessee's/Applicant's** Title (Typed)

By signing this form, the **owner/lessee** indicates that the authorized representative designated below is conferred general authority to act on behalf of the **owner/lessee** with respect to all matters arising from the review of this application.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

In evaluating this application, the Commission will rely on the information provided by the applicant. If such information subsequently proves to be false, deceptive, incomplete and/or inaccurate, the Certificate may be modified, suspended or revoked.

**MAJOR TRAFFIC GENERATOR  
SUBMISSION GUIDELINES**

All of the information listed below should be included in applications for new developments. Minor revisions to existing developments may not require all of the indicated data. In those cases, the Division of Traffic Engineering should be contacted at (860)594-2710, to determine the scope of the submittal.

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This completed check list should accompany the application. Items which are not submitted should be identified along with an explanation as to why they are not applicable.

Nine sets of the information deemed appropriate to the development should be submitted to the Commission, with an additional set of the information forwarded by the developer to the Legal Traffic Authority of each involved municipality.

Review of a proposed development may not begin until all of the applicable information is received.



- I. 1" = 40' Scale Roadway Plan (nominally 2' x 3') showing development frontage plus 500' in each direction and all roadways where improvements are proposed.

All significant existing and proposed topographical features should be shown on the plans including:

Curb lines, sidewalks, driveways, guiderail and fencing, illumination appurtenances, intersecting roads (with street lines), significant trees and shrubs, drainage structures, and utilities (poles by number, water gates, fire hydrants, etc.).

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The following should also be provided:

- ☐ ☐ A. Typical and critical sections of roadway improvements (include surface cross slopes, treatment to existing ground, and metal beam railing location where required - TYPICAL SECTION OF ALL NEW/WIDENED ROADWAYS IS REQUIRED).
- ☐ ☐ B. Slope limits for improvements.
- ☐ ☐ C. Intersectional sight lines in accordance with Department of Transportation criteria for existing drives, proposed drives, any intersection that has proposed improvements as a result of the development, and any existing drives and/or roadways where traffic is being shifted closer to the existing curb line. A profile of the final ground surface along the sight line may be needed for verification.
- ☐ ☐ D. Signs and Pavement Markings - existing (and proposed if a signs and markings plan is not submitted).
- ☐ ☐ E. Property and Right-of-Way Lines on both sides of the roadway.
- ☐ ☐ II. 1" = 40' Horizontal, 1" = 4' Vertical Scale Profile of all Drives which are in excess of 3-percent within 50' of the edge of roadway and/or have approach grades in excess of 8-percent at any point.
- ☐ ☐ III. 1" = 40' Scale Pavement Marking and Signing Plan (Nominally 2' x 3') of the proposed roadway if existing roadway alterations are significant showing: the proposed signs and markings (dimensioned), proposed edge of road, proposed R.O.W. lines, and proposed drives as well as intersecting roads (with R.O.W. lines), utility poles by number, drainage structures, and fire hydrants.
- ☐ ☐ Signal movement diagrams and interconnection proposals should be provided if not adequately described in the submitted capacity analyses. (Detailed layout and design is not required at time of application unless unusual conditions exist.)

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☐ ☐ IV. Site Plan showing:

Contours - existing and finished. Drainage - existing and proposed for roadways and site. Show all buildings, driveways, and existing roads.

The number and location of parking spaces and the number required by the town. (Indicate any designated for handicapped, internal signing, and pavement markings, etc.).

☐ ☐ V. Site Location Plan showing State highways and major intersecting Town roads in the vicinity of the site.

VI. Traffic Information

☐ ☐ A. Site generated traffic should reflect a successful day for the development. Values less than those suggested by the ITE Trip Generation Report (current edition) should be substantiated.

☐ ☐ 1. Morning and afternoon peak hours of the roadway providing access to the site.

☐ ☐ 2. Morning and afternoon peak hour of the generator if different than the morning and afternoon peak hour of the adjacent highway.

☐ ☐ 3. Other appropriate peak hours of the generator (e.g. movie theatre - evenings).

☐ ☐ 4. Identify the hours of day, day of week and the reason the hours and days used in Items VI-A.1 through 3 were chosen.

☐ ☐ 5. Percent distribution of generated traffic, by direction, for each major road leading to the area and at the access points, for the same peak hours as in Items VI-A.1 through 3.

☐ ☐ 6. Flow diagrams for Items VI-A.1 through 3 and VI-A.5.

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NOTE: For shopping centers, projected traffic volumes as described in Items VI-A.1 thru 6 should have two submittals - one for Fridays and the other for Saturdays - and should reflect a successful Friday and Saturday shopping day outside the Thanksgiving and Christmas shopping days; the gross floor area should be broken down by major tenants, and the mall area should be provided (if applicable). If a restaurant is proposed, indicate size and whether it is a fast-food or sit-down restaurant. Indicate any drive-up windows.

For apartments, condominiums, hotels and motels, the number of 1-, 2- and 3-bedroom units, and the square foot area of each type of unit should be noted.

For other types of major traffic generators, contact the Bureau of Policy and Planning, Inventory and Forecasting Section (860)594-2035 for the appropriate traffic volume data to be submitted.

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B. Existing Traffic

Flow diagrams showing existing traffic for the same peak hours as in VI-A.1 through 3, above.

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C. Background Traffic (should be seasonally adjusted to reflect the background traffic for the month that has the heaviest peak hour volume on the subject roadway when the development will be occupied). Inquiries regarding seasonal adjustment factors may be directed to the Inventory and Forecasting Section (860)594-2035.

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1. Background traffic for the same peak hours as in VI-A.1 through 3 above, in the year the development is scheduled to be fully occupied.

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2. Identify other developments, including those previously approved, but not yet operational, whose traffic is included in background traffic.

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☐ ☐ 3. Identify the seasonal and annual growth factors applied to existing traffic and justify their selection.

☐ ☐ 4. Flow diagrams for VI-C.1 above.

☐ ☐ D. Combined Traffic (Background plus site-generated)  
  
Combined traffic and flow diagrams for the same peak hours as in VI-A.1 through 3, above.

E. Capacity Analysis, including all input data, supportive computation sheets and/or charts. When analysis indicates improvements are necessary, recommended improvement plans in accordance with Items I, II and III should be submitted. Analysis should be provided for intersections, interchanges, or expressways that are significantly affected by the generated traffic for the following time periods and traffic conditions:

☐ ☐ 1. Background Traffic and Combined Traffic  
  
Morning and afternoon peak hour of the adjacent highway.

☐ ☐ 2. Morning and afternoon peak hour of the generator, if different than the morning and afternoon peak hour of the adjacent highway.

The format for the submitted analysis should be in accordance with Transportation Research Board's Highway Capacity Manual (HCM 2000). In addition to the normal nine (9) copies of data, a 3.5-inch floppy disk(s) containing the appropriate data files should be submitted with any computer generated analysis. Disks should be labeled with the data file name referenced to the appropriate analysis period (i.e. file ABC = AM Peak Hour Background etc.).

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Inquiries about the format of the analysis may be directed to the Division of Traffic Engineering (860)594-2710.

F. Storage/Queue Analysis

The submission of a Storage and/or Queue Analysis supporting the background and combined traffic capacity analysis provided under Sections VI-E.1 and VI-E.2 is usually necessary under the following conditions:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. When exclusive turning lanes exist or are proposed. Potential through lane blockage of turn lane or vice versa should be identified. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. When there is a potential for vehicular backups affecting operation of nearby intersections and/or major drives.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. When limited stopping sight distance will exist on a signalized approach.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Off-ramp approaches to signalized intersections.   |

Other conditions may be identified during the review by the engineer of the Division of Traffic Engineering in which a Storage/Queue Analysis is necessary. In addition to the normal nine (9) copies of data, a 3.5-inch floppy disk(s) containing the appropriate data files should be submitted with any computer generated analysis. Disks should be labeled with the data file name referenced to the appropriate analysis period (i.e. file ABC = AM Peak Hour Background etc.).

<input type="checkbox"/>	<input type="checkbox"/>	G. <u>Accident Analysis</u>
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Accident problem areas (if any) in the vicinity of the site or off site impacted locations, should be identified.

VII. Drainage Requirements

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A. Drainage Report

The ConnDOT Drainage Manual shall be used for evaluating all proposed developments and any potential effect on State drainage facilities. It is fundamentally important that the applicant provide sufficient data to allow for informed and reasoned decisions. To this end, the applicant shall submit a Drainage Report that includes the elements described below. If certain requirements do not apply to the proposal under consideration, the applicant should so indicate and provide an explanation as to why the item does not apply. Inquiries about the extent of data to be submitted may be directed to the Division of Design Services - Hydraulics and Drainage, (860)594-3238.

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1. Locate the MTG site on an 8.5" x 11" excerpt of a USGS topographic quadrangle map (Scale 1:24,000). Indicate the quadrangle name and number on this plan.

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2. Locate the MTG site on the relevant portion of the FEMA Flood Insurance Rate Map (FIRM) and Floodway Map. Indicate the panel number, scale and effective date of the map(s).

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3. A discussion of existing and proposed drainage patterns, supported by contour plans depicting tributary drainage areas both within and, where applicable, beyond the MTG boundaries. In some cases, the entire MTG site may drain away from the State transportation facility. In this instance, the report narrative should so indicate. This will negate the requirement for drainage design computations.

*It is important to relate the proposed drainage design to existing State drainage facilities and to describe any potential impacts consequent to the*



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*proposed construction. It is desirable to maintain the existing drainage patterns. Diversions of storm runoff to State drainage facilities are generally not acceptable unless appropriate drainage rights are obtained from all affected downstream owners.*

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4. Drainage layout and details of existing and proposed storm sewer or hydraulic structure designs and their relationships to any adjacent State drainage facilities. All proposed outlets connecting or discharging to State maintained facilities must be clearly indicated and supporting computations (gutter flow, storm sewer, water surface profile and outlet protection, as appropriate) should be provided. Further, existing State maintained drainage systems potentially affected by the proposed construction must be shown on the plans. Copies of "as-built" plans or sketches showing the location of these State systems are acceptable providing that the appropriate pipe sizes, type of pipe, invert elevations, drainage structure types and top of frame elevations are obtained, where required, for hydraulic computations.

*Oftentimes, drainage computations have been completed prior to the MTG application pursuant to local approvals. If the proposed development drainage system will connect or discharge to existing State facilities, the State system must also be analyzed to its terminus or to a distinct hydraulic control to verify its adequacy. This analysis must consider the relative times-to-peak of the site and State maintained drainage systems; therefore, it is required even if a reduction in peak flows from the site itself is anticipated.*

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5. Design plans and computations for any proposed stormwater detention (above or below grade), retention or infiltration facilities. These plans must indicate sizes, dimensions, elevations and construction materials for the

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facility and its proposed outlet. At a minimum, design requirements must meet the standards set forth in the Department's Drainage Manual.

*Where failure of these facilities could impact adjoining State systems or structures, an Inspection/Maintenance plan must be prepared by the developer. This plan, together with any formal agreements or related documents, are normally filed in the town land records upon receipt of the Encroachment Permit authorization from the Department's District Office.*

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6. The location and type of any features included in the proposed drainage design to treat storm runoff and thereby enhance stormwater quality for sites involving a direct connection to State drainage facilities.

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7. For sites which contain within their boundaries regulated floodplain or floodway areas as defined by the relevant Flood Insurance Study documents, the applicant must depict the limits of same on the development site plan(s). Additionally, any proposed encroachments within these regulated areas must be evaluated, at least in a qualitative sense, for potential impacts upon upstream or downstream State facilities. Ultimately, prior to the issuance of a DOT Encroachment Permit, a detailed hydraulic evaluation of floodplain or floodway encroachments may be required.

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B. Plans and Related Materials

Following is a checklist of items referenced in the previous narrative which must be included with the MTG application, as appropriate:

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1. Location Plan - (USGS Quad)

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2. FIRM and Floodway Map for Project Area

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- ☐ ☐ 3. Contours - Existing and Proposed
- ☐ ☐ 4. Drainage Areas
- ☐ ☐ 5. Drainage Layout - Existing and Proposed for Department Facility and Site
- ☐ ☐ 6. Drainage Details
- ☐ ☐ 7. Drainage Computations

☐ ☐ VIII. Planning and Zoning Approval

Provide a copy of local Planning and Zoning approval and date received, or documentation that it is not required.

If approval is required and has not been granted, a statement indicating the anticipated schedule for obtaining Planning and Zoning approval should be supplied. Upon approval, a copy thereof should be submitted.

- ☐ ☐ IX. Provide a statement on how the use of buses, trains, van and car pools by employees and/or patrons has been considered, especially in terms of the development's internal circulation and parking. Any questions should be directed to the Department of Transportation's Director of Transit and Ridesharing at (860)594-2830.

- ☐ ☐ X. Developments in Bridgewater, New Milford, or anywhere in Fairfield County (except Shelton) are located in a severe ozone nonattainment area. Employers with 100 or more employees should contact the Department of Transportation at 1-800-533-7433 between 9:00 a.m. and 4:00 p.m. Monday through Friday for information regarding the Employees Commute Options (ECO) Program.

Employers located in other parts of the State may wish to avail themselves of ridesharing information available through the following regional rideshare brokerages:

Southwestern CT	MetroPool 1-800-Find-Ride
Greater New Haven	Ridework 1-800-All-Ride
North, Central and	The Rideshare Company
Southeastern CT	1-800-842-2150

XI. Supplemental Data

During the course of the certificate review process, certain matters may come to the attention of the reviewer that will necessitate additional data be submitted by the developer at a later date for further review.

- XII. In accordance with Section 20-300-10b of the Rules and Regulations of Connecticut State Agencies, all submittals shall be sealed by the appropriate licensed professional. Waiver of this requirement by the Executive Director of the State Traffic Commission will be considered for those applications of relatively minor scope.

Revised May 2003

